

Dear Coalition Group:

Jamie Nixon has researched List Serv options based on your input and recommends the "Coollist" option. She has cut and pasted pertinent information. Below you will find the Frequently Asked Questions (FAQ) about Coollist and recommended language for the Coollist description (disclaimer). A disclaimer is an important statement to protect MDCH and the Coalition Workgroup from being credited with remarks or advice that may come from outside sources. (Screening may be something the group will want to discuss.)

Disclaimer

"This list serves the Michigan Coalition Workgroup as a networking tool for communication, notification and idea sharing. It is not intended or endorsed as authoritative instruction."

Frequently Asked Questions

Q: How do I create my own mailing list?

To create a new list, just click on the "Create a New List" button on the navigation window. A form will be displayed for you to fill in. The meaning of each field in the form is described as follows:

1) List Address

This is the ID that you give to your mailing list. It can be any name that contain either numbers, alphabets or alphanumerics. Your list address will be "ListID@coollist.com". This is the email address to send messages to your list by you and your list's members. List ID is different from List name in the sense that List ID cannot be changed after you have signed up, whereas List name can be changed anytime.

2) Password

Select your own password. Remember this password as it is required for you to login to your list.

3) List name

This is the name that you give to your mailing list. It can be any name that describe your list.

4) Description

This is your list's description. Enter a few words or lines to describe your list.

5) List mode

There are two types of mode to choose from:

a) Moderated

In the moderated list, all emails sent to the list is screened by the moderator or list owner. When a member sends email to the list, the email is stored on Coollist's servers. When the moderator logs in, he reads all the emails and selects which emails would be appropriate for the list.

b) Unmoderated

The unmoderated list allows an instant mailout to all the members in your list. This means that if a member of your list emails the mailing list, his email is sent to all the other members immediately.

6) Subscription

There are two types of subscription:

a) Public

A public subscription means that your list can be viewed and subscribed by everybody.

b) Private

A private subscription means that your list can only be viewed by your list members. Non-members cannot subscribe to your list by themselves unless you add them or invite them.

7) Email

This is your email address.

8) Category

Select the category that your list belong to. Other users can then search your list under that category.

After filling the form, click "Sign Up" button and your free mailing list is created. The creation of your mailing list is instant but it takes up to five minutes for the Coollist server to activate your mailing list. You can log into your account immediately after your account has been created.

Q: How do I add users into my mailing list?

To add users, you have to login as list owner. Under "User Management", click "Add User". The add users option allows you to add users to your list. Just type the user's email address and your potential members will then receive your invitation to join. Please keep in mind that all addresses which receive your invitation must reply to it in order to be added to your list.

If you have a website, another way to get people on your list is to place the Coollist HTML code on one of your pages. Placing the Coollist button on your site will give visitors a place to subscribe to your list. Just copy the following HTML code into your webpage:

```
<!-- BEGIN COOLLIST CODE -->
<form method=POST action=http://www.coollist.com/subscribe/subscribe.cgi> <input
type=hidden name=list value=YOURLIST> <center><b>Please enter your email
address:</b><br><input type=text size=20 name=email> <input type=submit
value=Subscribe></center> </form>
<!-- END COOLLIST CODE -->
```

Replace all instances of "YOURLIST" with the ID of your mailing list. You are free to modify this code as you please. This is just an example. Make sure however, that all form elements remain the same.

Top

Q: How do I view the list of users in my mailing list?

Under "User Management", click "Edit Members". The edit members function will print a list of members in your mailing list and count the total number of members you have.

Top

Q: How do I delete the users from my mailing list?

Under "User Management", click "Edit Members". Just check the box next to the members you would like to delete and click "Delete" to delete that member.

Q: What is the difference between moderated list and unmoderated list?**a) Moderated**

In the moderated list, all emails sent to the list is screened by the moderator or list owner.

When a member sends email to the list, the e-mail is stored on Coollist's servers. When the moderator logs in, he reads all the emails and selects which emails would be appropriate for the list.

b) Unmoderated

The unmoderated list allows an instant mailout to all the members in your list. This means that if a member of your list emails the mailing list, his email is sent to all the other members immediately.

Q: How do I read a moderated message?

Under "Message Management", click "Moderate".

- The moderate function allows you to read the messages posted to your mailing list by the members before they are sent to all the members.
- You have full control on what messages that can be sent out to the members.
- You will be presented with a list of messages that have been posted to your list.
- Click on the message you wish to moderate to read that message.
- If you decide to send the message to the mailing list, click "Post Message" and the message will be mailed out to your entire list.
- If you decide that the message is inappropriate for your members, click "Delete Message" and the message will be deleted.

Q: Can I post an email to my mailing list through Coollist? Yes. you can!

- Under "Message Management", click "Post".
- The post function allows you to compose and email your message instantly to your mailing list.
- This email is then sent to all the other members immediately.
- Just enter the subject of your message and type your message in the spaces provided.
- Click "Post Email" to send the message to your mailing list. You may send out as many messages as you wish.

Q: What is the difference between public and private subscription?

a) Public

A public subscription means that your list can be viewed and subscribed by everybody.

b) Private

A private subscription means that your list can only be viewed by your list members.

Non-members cannot subscribe to your list by themselves unless you add them or invite them.

Q: How do I modify my mailing list's preferences?

Under "Preferences", click "Edit Preferences". The preferences function allows you to perform

several modifications:

1) Modify email

This function allows you to change your email address.

2) Modify password

This function allows you to change your password. Just enter your old password and then enter your new password. Reenter the new password for confirmation.

3) Modify list name

This function allows you to change your list name to a new name.

4) Modify description

This function allows you to change the description of your list.

5) Modify mode

There are two types of modes to choose from:

a) Moderated

In the moderated list, all emails sent to the list is screened by the moderator or list owner. When a member sends email to the list, the email is stored on Coolist's servers. When the moderator logs in, he reads all the emails and selects which emails would be appropriate for the list.

b) Unmoderated

The unmoderated list allows an instant mailout to all the members in your list. This means that if a member of your list emails the mailing list, his email is sent to all the other members immediately.

6) Modify subscription policy

This function allows you to change your list's subscription policy, either private or public.

a) Public

A public subscription means that your list can be viewed and subscribed by everybody.

b) Private

A private subscription means that your list can only be viewed by your list members. Non-members cannot subscribe to your list by themselves unless you add them or invite them.

7) Modify Welcome Message

This function allows you to change your welcome message. The message will be sent to all your new members.

8) Modify Goodbye Message

This function allows you to change your goodbye message. The message will be sent to your members that are leaving your list.

9) Modify Mail Archive

This function allows you to select your mail archive preferences. You have three options to select from:

a) View by Owner

Your mail archive can only be viewed by the owner of the list.

b) View by Members

Your mail archive can be viewed by you and your list's members.

c) View by Anyone

Your mail archive can be viewed by anyone, even though they are not your list's members.

10) Modify List's Information

This function allows you to choose from two options:

a) Do not allow non-members to view any information about this list

Non-members cannot view any information regarding your list.

b) Allow non-members to view information of this list

Non-members can view information of this list.

11) Modify Directory Listing

You can select from two options:

a) Do not list this mailing list in global directory

Your mailing list will not be listed in the global directory, where anyone can search from.

b) List this mailing list in global directory

Your mailing list will be listed in the global directory, where anyone can search and find your list.

12) Modify Message Header

This function allows you to change your message header. The header will be included in every message that you post.

13) Modify Message Footer

This function allows you to change your message footer. The footer will be included in every message that you post.

14) Modify Subject Prepend

This function allows you to modify your list subject prepend. It will prepend to your message's subject every time you post your message to your list.

15) Modify From

There are two options to choose from this function:

a) Owner's email

The owner's email address will be displayed in the "From:" section of every message sent to the list.

b) List's email

The list's email address will be displayed in the "From:" section of every message sent to the list.

16) Modify Reply-To

There are two options to choose from this function:

a) Owner's email

Any replied message will be sent to the owner's email address.

b) List's email

Any replied message will be sent to the list's email address.

17) Category

This function allows you to change the category that your list belongs to. Just click on a category that you want your list to be in.

18) Modify Logo's URL

This function allows you to change your list logo's URL to a new URL. The logo will be displayed in "List's Information" section, which can be viewed by other users.

19) Modify List's URL

This function allows you to change your list's URL to a new URL.

20) Modify Language

This function allows you to change your language preference. This is the language that you prefer to use in sending messages to your list.